

**MARICOPA COUNTY LIBRARY DISTRICT BOARD OF DIRECTORS MINUTE BOOK**

**May 7, 2003**

The Board of Directors of Maricopa County Library District, Phoenix, Arizona convened at 9:00 a.m., May 7, 2003, in the Board of Supervisors' Auditorium, 205 W. Jefferson, Phoenix, Arizona, with the following members present: Fulton Brock, Chairman; Don Stapley, Max W. Wilson, and Mary Rose Wilcox. Absent: Andy Kunasek, Vice Chairman. Also present: Fran McCarroll, Clerk of the Board; Shirley Million, Administrative Coordinator; David Smith, County Administrative Officer; and Paul Golab, Deputy County Attorney. Votes of the Members will be recorded as follows: (aye-no-absent-abstain).

**MINUTES**

Motion was made by Director Wilson, seconded by Director Stapley, and unanimously carried (4-0-1) to approve the minutes of meetings held on March 5 and 19, 2003.

**PERSONNEL**

Motion was made by Director Wilson, seconded by Director Stapley, and unanimously carried (4-0-1) to approve the personnel agenda. (List on file in the Clerk of the Board's Office.)

**REVISED GENERAL TRAVEL POLICY (A2313) AND RESCIND OTHER RELATED POLICIES**

Motion was made by Director Wilson, seconded by Director Stapley, and unanimously carried (4-0-1) to adopt revised policy A2313 General Travel Policy and Travel Manual for the Library District and rescind the following policies as they may have been adopted or followed by the District: A2314 Travel Agency; A2315 Travel Advances; A2316 Conferences, Seminars, and Meetings; A2317 Travel – Transportation; A2318 Travel – Rented Motor Vehicles; A2319 Travel – Air Travel; A2320 Travel – Meals/Per Diem; A2321 Travel – Incidental Expenses; A2322 Travel – Lodging; A2323 Travel – Out of Country; and Federal Publication 1542 – Per Diem Rates. During the past year, the Travel Focus Group containing members from Finance, Human Resources and Materials Management revised policy A2313 - General Travel Policy (formerly known as General Travel Guidelines). The purpose of A2313 - General Travel Policy is to establish policies and procedures governing the travel activities of Maricopa County Elected Officials and employees in accordance with ARS §38-621 et seq. This policy defines the overall responsibility for travel and travel-like expenditures. One of the primary objectives of the group was to streamline the policies. Therefore, the revised policy is a compilation of the Maricopa County Travel and Travel-Related Policies. (Policy on file in the Office of the Clerk of the Board.) (Continued from meeting of April 16, 2003.) (C18030166) (ADM2808)

Motion was made by Director Wilson, seconded by Director Stapley, and unanimously carried (4-0-1) to approve Lease No. MC-10139 between Maricopa County Library District, Lessor, and Arizona Agribusiness and Equine Center, Inc., Lessee, for approximately 9,312 rentable square feet in the North Central Regional Library at 17811 North 32nd Street, Phoenix, AZ. and amend the FY 2002-2003 expenditure budget in the amount of \$120,000 for tenant improvements to the property. Any amount remaining for this project at the end of the fiscal year will be rolled over to the next fiscal year in order to complete the project. Additionally, amend the budget for FY 2003-2004 increasing revenues in the amount of \$147,075.28 for rent and increasing expenditures in the amount of \$117,000 to complete tenant improvements. The source of the funding is accumulated fund balance. All costs for tenant improvements will be recovered in the first five years of the lease. (This is Addendum item #A-L-1.) (C65030314)

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**MEETING ADJOURNED**

There being no further business to come before the Board, the meeting was adjourned.

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Fulton Brock, Chairman of the Board

ATTEST:

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Fran McCarroll, Clerk of the Board